



**Higher Certificate in Civil Engineering  
Bachelor of Engineering Technology**

**Civil Engineering**

**DT032 – Part-time**

**Student Handbook**

**Academic Year: 2016 – 2017**

School of Civil & Structural Engineering  
College of Engineering & Built Environment  
Dublin Institute of Technology, Bolton Street



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#### \* **Disclaimer**

The information in this document is intended to act as a guide to students on this programme and shall not be deemed to constitute a contract between the Dublin Institute of Technology and a student or a third party. The institute reserves the right to amend, change or delete any programme of study or academic regulation at any time having given due consideration to students who are enrolled.

Every effort is made to ensure the accuracy of the information in this document. However, the institute reserves the right to alter or delete any information included at any time and it shall not be bound by any errors or omissions and cannot accept liability in respect thereof.



## Welcome

On behalf of my colleagues in the School of Civil & Structural Engineering, I would like to welcome you as a student in the Dublin Institute of Technology. DIT has a proud tradition of teaching Civil and Structural Engineering, and we continuously strive to maintain the highest standards in engineering education. The first three years of your programme lead to the Higher Certificate in Civil Engineering, and the fourth and fifth years to the Bachelor of Engineering Technology (Civil Engineering) degree, awarded by DIT. The degree is accredited by Engineers Ireland as meeting the education standard required for the title of Associate Engineer.

All our programmes are delivered in modular format which will make your study period here more focused and manageable. Classes are small enough to allow for regular interaction between students and staff. Please do not hesitate to talk to any staff member if you have any questions or problems. Full contact details for all staff are available on the web at <http://dit.ie/about/organisation/contacts/>.

I hope that you will enjoy your time here and that you will become involved with the many events and activities taking place throughout the year. You are most welcome to DIT and I wish you every success.

### **Bernard Enright**

Chairperson of the Programme Committee

Contact details: Room 245, Phone: (01) 402 3888, e-mail: [Bernard.Enright@dit.ie](mailto:Bernard.Enright@dit.ie)



## About DIT

Dublin Institute of Technology (DIT) has been an integral part of the Irish Higher Education system for more than a century. In that time it has continued to adapt and expand to reflect a changing society and the wider economic environment. DIT is now one of Ireland's largest and most innovative university-level institutions.

DIT combines the academic excellence of a traditional university with professional, career-oriented learning. We emphasize student-centred learning, and support for entrepreneurship and diversity. We nurture innovation and creativity and have been committed to making education accessible to people from diverse backgrounds since our inception. We have a long tradition of providing flexible part-time programmes of study to meet the needs of students who wish to gain qualifications while working in industry.

Dublin Institute of Technology provides lively environments for interaction among students and between students and staff. Our aim is to provide the best educational experience for each and every one of our students. Being located at the heart of the social, cultural and business life of Ireland's capital city, DIT provides rich opportunities for intellectual and personal development. Our graduates demonstrate the confidence, interpersonal skills and the commitment to innovation crucial to their professional and personal lives.

## Information and communication

Extensive information about all aspects of DIT is available on the website: [www.dit.ie](http://www.dit.ie).

There are many useful links from the home page under “Current Students”

([/www.dit.ie/currentstudents/](http://www.dit.ie/currentstudents/)):

- Student e-mail ([/mydit.ie/](http://mydit.ie/)),
- Webcourses for online course materials ([/www.dit.ie/lrtc/webcourseslogin/](http://www.dit.ie/lrtc/webcourseslogin/))
- Staff contacts (<http://dit.ie/about/organisation/contacts/>).

### Student e-mail

As soon as you have registered, you will be given a unique student number (e.g. C16998877), and a DIT e-mail address which you can use as:

[C16998877@mydit.ie](mailto:C16998877@mydit.ie) or [firstname.lastnameXX@mydit.ie](mailto:firstname.lastnameXX@mydit.ie)

(if you share the same name with other students, a number ‘XX’ will be added to your name to make it unique. DIT e-mail addresses are managed by Google, and you can use the Gmail app, or any web browser, to get your e-mails. The same username (your student number) and password are used for access to e-mail, Webcourses, timetables, and in the computer labs.

**Remember to check your e-mail regularly, as it will often be used to communicate with you!**

### Registration and Student ID card

If you are a new (1<sup>st</sup> Year) student, your Invitation to Register is posted to your correspondence address with details on how to register and pay fees online. If you are a returning student, your Invitation to Register is sent to your DIT student email account with details on how to register and pay fees online. To complete your registration, all students will need to go to:

<http://dit.ie/currentstudents/student-services/registration/>

Students should go to the Registration Desk on Level 3 in Bolton Street as soon as possible after classes begin (see Maps of Bolton Street for location).

## Programme details

### Staff details

- Note: Full contact details of all staff are available on the DIT website at <http://dit.ie/about/organisation/contacts/>

### Programme management

		Room	Phone	e-mail
John Turner	Head of School	243	402 3654	<a href="mailto:John.Turner@dit.ie">John.Turner@dit.ie</a>
Una Beagon	Assistant Head of School	240	402 3638	<a href="mailto:Una.Beagon@dit.ie">Una.Beagon@dit.ie</a>
Niall Holmes	Assistant Head of School	241	402 4039	<a href="mailto:Niall.Holmes@dit.ie">Niall.Holmes@dit.ie</a>
Caroline O'Dowd	School Administrator	239	402 3711	<a href="mailto:Caroline.ODowd@dit.ie">Caroline.ODowd@dit.ie</a>

### Year Tutor

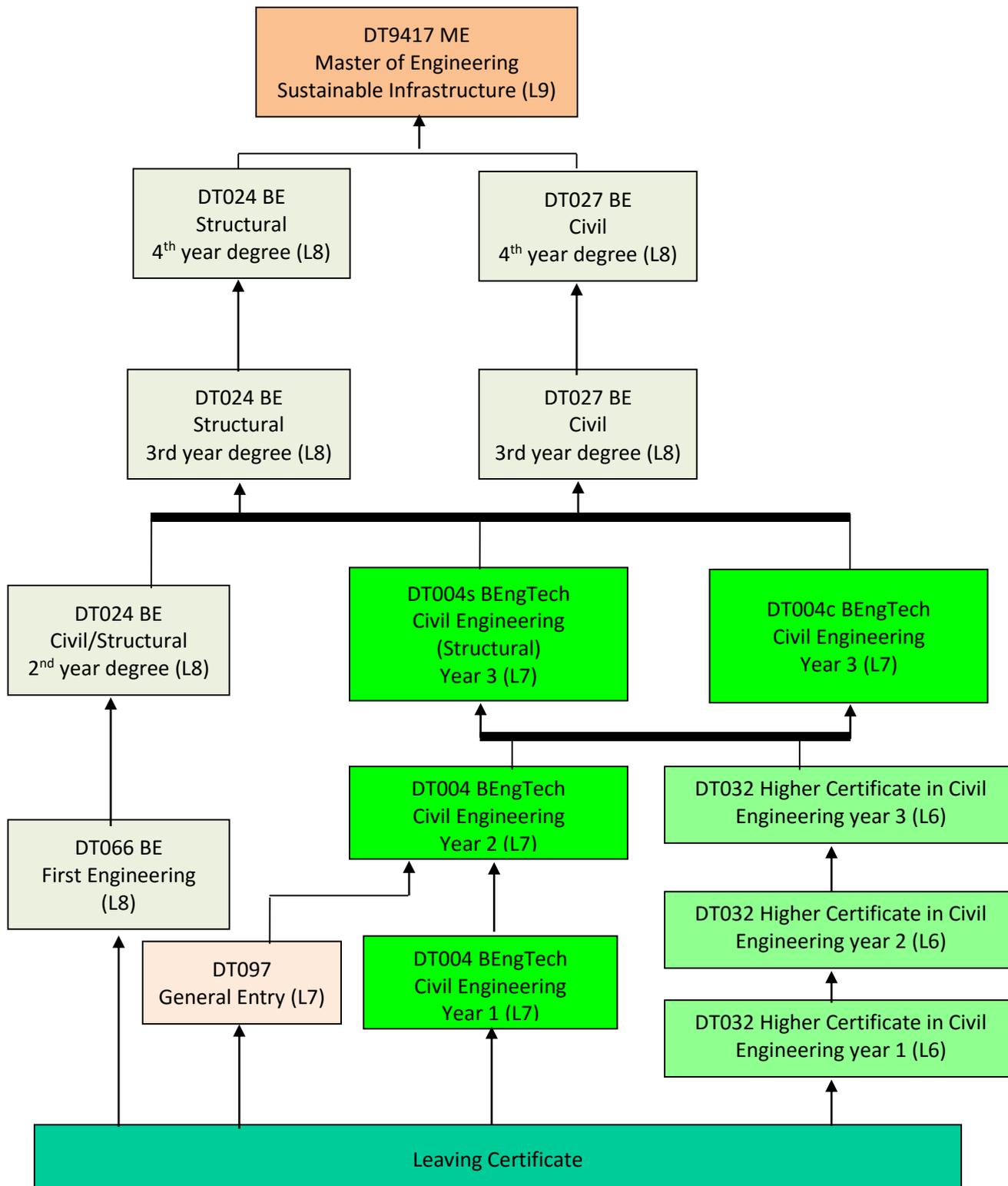
Years 1-5	Bernard Enright	245	402 3888	<a href="mailto:bernard.enright@dit.ie">bernard.enright@dit.ie</a>
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## Teaching Staff

<b>Staff Member</b>	<b>Modules</b>
Zeinab Bedri	<ul style="list-style-type: none"> <li>▪ Engineering Mathematics &amp; Computing</li> </ul>
Patrick Crean	<ul style="list-style-type: none"> <li>▪ Structural Design</li> <li>▪ Collaborative Working (including BIM) in Civil and Structural Engineering</li> </ul>
Lorraine D'Arcy	<ul style="list-style-type: none"> <li>▪ Engineering Communications</li> <li>▪ Project</li> </ul>
Emer Durkan	<ul style="list-style-type: none"> <li>▪ Engineering Mathematics &amp; Computing</li> </ul>
Bernard Enright	<ul style="list-style-type: none"> <li>▪ Structural Analysis</li> <li>▪ Mathematics</li> </ul>
Aritra Ghosh	<ul style="list-style-type: none"> <li>▪ Engineering Mathematics &amp; Computing</li> </ul>
Garrett Keane	<ul style="list-style-type: none"> <li>▪ Engineering Surveying</li> </ul>
Keith Loscher	<ul style="list-style-type: none"> <li>▪ Building Technology</li> </ul>
Eamonn Maguire	<ul style="list-style-type: none"> <li>▪ Civil Engineering Practice</li> <li>▪ Engineering Economics and Management</li> </ul>
Ahmed Nasr	<ul style="list-style-type: none"> <li>▪ Water and Environmental Engineering</li> <li>▪ Project</li> </ul>
Dervilla Niall	<ul style="list-style-type: none"> <li>▪ Work Based Project</li> <li>▪ Introduction to Civil Engineering</li> <li>▪ Structural Design</li> </ul>
John O'Donnell	<ul style="list-style-type: none"> <li>▪ Structural Mechanics</li> <li>▪ Structural Analysis &amp; Design</li> <li>▪ Structural Design</li> <li>▪ Project</li> </ul>
Michael O'Flaherty	<ul style="list-style-type: none"> <li>▪ Engineering Science</li> </ul>
Padhraic O'Hanrahan	<ul style="list-style-type: none"> <li>▪ Engineering Mathematics &amp; Computing</li> </ul>
Seán Ó Hógáin	<ul style="list-style-type: none"> <li>▪ Water and Environmental Engineering</li> <li>▪ Project</li> </ul>
Caitriona Quinn	<ul style="list-style-type: none"> <li>▪ Introduction to Civil Engineering</li> <li>▪ Earth Science</li> <li>▪ Water and Environmental Engineering</li> <li>▪ Project</li> </ul>
Anna Reid	<ul style="list-style-type: none"> <li>▪ Water and Environmental Engineering</li> </ul>
Martin Rogers	<ul style="list-style-type: none"> <li>▪ Highways &amp; Transportation</li> <li>▪ Engineering Economics and Management</li> <li>▪ Project</li> </ul>
Margaret Rogers	<ul style="list-style-type: none"> <li>▪ Structural Mechanics</li> </ul>
David Thompson	<ul style="list-style-type: none"> <li>▪ CAD &amp; Engineering Graphics</li> <li>▪ Concrete Technology</li> </ul>

### Programme structure within Civil and Structural Engineering

The overall structure and progression paths between the level 7 programmes – DT004 (full-time) and DT032 (part-time), level 8 – DT024 (Structural) and DT027 (Civil) and level 9 (DT9418) are shown in the following:



## **Aims and Objectives of the Programme**

The Bachelor of Engineering Technology (Civil Engineering) aims to provide a broad range of engineering and technology and personal skills to equip our graduates to work as engineering technologists in the wide variety of employment opportunities available to them in Ireland and abroad. It is a three-year ordinary degree designed to produce graduates who will play an important role within a wide variety of engineering environments. Engineering technologists work as team members with professional engineers and other technologists, developing and then implementing the design of systems, processes, products, and networks. The programme aims to produce graduates of a high calibre who possess a thorough knowledge of the scientific principles, technical and personal skills that will allow them to continue their professional development.

## **Progression to Level 8**

Graduates of the programme may transfer to Level 8 degree programmes in Civil and Structural Engineering in the School, subject to attaining a minimum standard in their Level 7 degree. In summary, graduates may transfer to Year 3 of the Level 8 programme if they obtain one of the following grades in the Bachelor of Engineering Technology degree (Level 7):

- Distinction
- Upper merit
- Lower merit, with a mark of 70% or more in one of the two Mathematics modules in Year 3.

Other graduates may apply for entry to Year 2 of the Level 8 programme, subject to approval of the Head of School.

## **Class timetables**

The academic calendar for the current year is available at:

<http://www.dit.ie/academicaffairsandregistrar/calendar/>

The academic year is divided into two semesters. Each semester has 12 lecture weeks, a review week, either half-way through the semester or at the end of the semester, and 2 weeks for examinations. The first semester starts in mid-September and finishes with examinations in

December / January. The second semester starts in late January / early February and finishes with examinations in May. In the academic year 2016-2017, the following are dates to note:

Mon 15.Aug.16 – Fri 26.Aug.16	Repeat examinations for 2015-2016
Mon 5.Sep.16 – Fri 9.Sep.16	Induction, student ID collection
Mon 12.Sep.16	Classes begin for Semester 1
Mon 31.Oct.16 – Fri 04.Nov.16	Review week
Fri 9.Dec.16	Classes finish for Semester 1
Mon 12.Dec.16 – Fri 16.Dec.16	Exams for Semester 1 – week 1
Mon 19.Dec.16 – Fri 30.Dec.16	Christmas break
Mon 2.Jan.17 – Fri 6.Jan.17	Exams for Semester 1 – week 2
Mon 23.Jan.17	Classes begin for Semester 2
Mon 10.Apr.17 – Fri 21.Apr.17	Easter break
Mon 24.Apr.17	Classes resume
Fri 28.Apr.17	Classes finish for Semester 2
Mon 1.May.17 – Fri 5.May.17	Review week
Mon 8.May.17 – Fri 26.May.17	Exams for Semester 2

Note: While most exams are held in the two-week periods noted for each semester, it may be necessary to run some exams early in the week following – i.e. in the week beginning 9.Jan.17 and the week beginning 29.May.17.

Current class timetables are available on the web at: <https://timetables.dit.ie/>

(Login with your standard DIT login (student number and password)).

Typically, students will have classes during the daytime and evening on one day of the week, and during the evening on one other day of the week. Evening classes normally run from 7:00 to 10:00 p.m. In Years 4 and 5, many modules are taken in common with students on the equivalent full-time DT004 programme.

## Structure of the Programme - Schedule of Modules

Full details of the content of all modules in each stage (year) of the programme, and lists of recommended textbooks and other reading material are available in a separate 'Module Descriptors' document. This documentation is available online on Webcourses under the "Programme Information" link :

<http://www.dit.ie/webcourses>

You will be able to login to Webcourses as soon as you have registered and have a student number. You must 'enrol' in any modules that you wish to see on Webcourses. To do this, use the 'Module Search' option, available once you login to Webcourses. Type the programme code (DT004 or DT032) and click "Go". You should then see the "Programme Information" module. If you hover the mouse over the module ID, you will see an arrow – click on this and select enrol. You need do this only once to get access to this information for the full year.

The programme is normally taken over five years of part-time study. For the first three years (or "stages"), all students take the same modules. At the end of the third year, students have the option to leave with a Higher Certificate in Civil Engineering, if they wish. In the fourth and fifth years there are two streams (or options) – Civil and Structural. Students must indicate their preference in the second semester of Year 3 as to which stream they wish to take in Year 4, but places will be allocated based on both the student's preference and their performance in the Higher Certificate modules. Over Years 4 and 5, students take eight common modules, and there are two Civil and two Structural modules. Students undertake a final-year project which is a very important part of the programme.

The modules are weighted according to the European Credit Transfer System (ECTS). Modules are normally divided into 5 or 10 credits. Each credit equates to a minimum of 25 hours of student effort. The full programme equates to 180 ECTS credits and 40 credits are taken in each of the first three years. In each of Years 4 and 5, 25 credits of taught modules are typically taken, with the project which is worth 10 credits being taken in Year 5. The curriculum is shown on the following pages. It may be possible to gain exemptions in some modules if you have studied

similar modules elsewhere, or have relevant work experience and training. To find out more, contact the Assistant Head of School, Ms Una Beagon.

### **Classification of Degree Award**

The award of the Degree in Engineering Technology is made with the following classifications:

<b><u>Classification</u></b>	<b><u>Aggregate mark required</u></b>
Distinction	70% plus
Merit, Upper Division	60 – 69%
Merit, Lower Division	50 – 59%
Pass	40 – 49%

Requirements for pass by compensation, retention of exemptions gained etc. are set out in the General Assessment Regulations (available at:

<http://www.dit.ie/qualityassuranceandacademicprogrammerecords/student-assessment-regulations/general/>).

## Curriculum and marks allocation

### Stage (Year) 1

Module Number	Title	ECTS Credits	Contact hours per week			Marks allocation		
			Lectures	Tutorial/ practical/ Laboratory/ Workshop		Written Exams %	In-course Assessments %	Laboratory %
BULD 1014	Building Technology	5	2	1		60	40	
MANG 1060	Engineering Communications	5	2	1		50	50	
STRT 1603	Structural Mechanics	10	2	2		70	30	
OMAT 1010	Engineering Maths & Computing 1	5	2	2		55	15	30
ENSC 1601	Engineering Science 1	5	2	2		100		
CIVL 1604	CAD and Engineering Graphics 1	5		4			100	
EMAT 1013	Engineering Maths & Computing 2	5	2	2		55	15	30
<b>Totals / Averages</b>		<b>40</b>				<b>58%</b>	<b>35%</b>	<b>8%</b>

Note: Full timetables are available on the web at: <https://timetables.dit.ie/>

## Stage 2

Module Number	Title	ECTS Credits	Contact hours per week		Marks allocation		
			Lectures	Tutorial/ practical/ Laboratory/ Workshop	Written Exams %	In-course Assessments %	Laboratory %
INTR 1050	Introduction to Civil Engineering	5		4		100	
ENSC 1602	Engineering Science 2	5	2	2	60		40
CIVL 1605	CAD and Engineering Graphics 2	5		4		100	
GEOL 1015	Earth Science	5	2	1	50	50	
OMAT 2010	Engineering Maths & Computing 3	5	2	2	55	15	30
SURV 2020	Engineering Surveying 1	5	1	3		100	
OMAT 2011	Engineering Maths & Computing 4	5	2	2	55	15	30
SURV 2021	Engineering Surveying 2	5	1	3		100	
<b>Total</b>		<b>40</b>			<b>28%</b>	<b>60%</b>	<b>13%</b>

Note: Full timetables are available on the web at: <https://timetables.dit.ie/>

### Stage 3

Module Number	Title	ECTS Credits	Contact hours per week		Marks allocation		
			Lectures	Tutorial/ practical/ Laboratory/ Workshop	Written Exams %	In-course Assessments %	Laboratory %
MANG 2030	Engineering Communications & Management	5	2		70	30	
CEPP 2073	Civil Engineering Practice	5	2		70	30	
CDES 2060	Water and Environmental Engineering 1	5	2	1	70	20	10
CIVL 2603	Work based project 1	5		4		100	
STAD 2050	Structural Analysis and Design 1	5	2	1	100		
CIVL 2604	Work based project 2	5		4		100	
STAD 2051	Structural Analysis and Design 2	5	2	1	100		
CDES 2061	Concrete technology and building services	5	3	1	60	30	10
<b>Total</b>		<b>40</b>			<b>59%</b>	<b>39%</b>	<b>3%</b>

Note: Full timetables are available on the web at: <https://timetables.dit.ie/>

## Stages 4 and 5 - Civil option

Module Number	Title	ECTS Credits	Contact hours per week		Marks allocation		
			Lectures	Tutorial/practical/Laboratory/Workshop	Written Exams %	In-course Assessments %	Laboratory %
PRJT 3078	Project	10		0.5		100	
OMAT 3010	Engineering Maths & Computing 5	5	3	3	55	15	30
CIVL 3xxx	Collaborative Working (including BIM) in Civil and Structural Engineering 2	5		4		100	
CONC 3051	Structural Design 3	5	4		80	20	
HWYS 3076	Highways & Transportation 1	5	3		80	20	
WAEE 3074	Water & Environmental Engineering 2	5	2	2	50	30	20
OMAT 3011	Engineering Maths & Computing 6	5	3	1	55	15	30
ENEC 3030	Engineering Economics & Management	5	3		80	20	
CIVL 3705	Soil Mechanics	5	3	1	60	15	25
HWYS 3077	Highways & Transportation 2	5	3		80	20	
WAEE 3075	Water & Environmental Engineering 3	5	2	2	50	30	20
<b>Total</b>		<b>60</b>			<b>49%</b>	<b>40%</b>	<b>10%</b>

Note: Full timetables are available on the web at: <https://timetables.dit.ie/>

### Stages 4 and 5 - Structural option

Module Number	Title	ECTS Credits	Contact hours per week		Marks allocation		
			Lectures	Tutorial/ practical/ Laboratory/ Workshop	Written Exams %	In-course Assessments %	Laboratory %
PROJ 3070	Project	10		0.5		100	
OMAT 3010	Engineering Maths & Computing 5	5	3	3	55	15	30
CIVL 3xxx	Collaborative Working (including BIM) in Civil and Structural Engineering 2	5		4		100	
CONC 3051	Structural Design 3	5	4		80	20	
HWYS 3076	Highways & Transportation 1	5	3		80	20	
WAEE 3074	Water & Environmental Engineering 2	5	2	2	50	30	20
OMAT 3011	Engineering Maths & Computing 6	5	3	1	55	15	30
ENEC 3030	Engineering Economics & Management	5	3		80	20	
CIVL 3705	Soil Mechanics	5	3	1	60	15	25
STRA 3061	Structural Analysis 3	5	2	1	60	40	
STEE 3041	Structural Design 4	5	4		80	20	
<b>Total</b>		<b>60</b>			<b>50%</b>	<b>41%</b>	<b>9%</b>

Note: Full timetables are available on the web at: <https://timetables.dit.ie/>

## **Examination and assessment regulations - Frequently Asked Questions**

Questions and answers are provided for guidance only.

See the link below to the General Assessment Regulations for more details on these points or other approved D.I.T documentation for definitive answers to questions you may have:

<http://www.dit.ie/qualityassuranceandacademicprogrammerecords/student-assessment-regulations/general/>

### **Do I need to do anything in order to sit exams?**

All students must ensure that they are registered for the examinations early in each semester. This provides the examinations office with exact numbers and the examination schedule can then be prepared. Students who have registered for the exams will be sent exam numbers and timetables. Each semester, exam timetables are available at <http://www.dit.ie/examinations/>. If you are not registered for the examinations before the published deadline, you may be asked to pay a late entry fee.

### **Who sets and marks the exams?**

The lecturer(s) who teach on the programme normally sets and marks the exam. If there are two or more lecturers for a subject, the paper is jointly set and corrected by both lecturers. The external examiner/s approves the questions set and reviews the marks awarded. The course work and projects are also scrutinized by the external examiner/s.

### **What standard is required to pass exams?**

Normally this is 40% but not all these marks come from the end of term exam. A significant proportion comes from course work assignments. Remember 40% is the minimum requirement to progress from one stage to the next; it is unwise to aim for just the minimum. Remember, with good course work assignments marks you go into the final exam with a head start.

### **Can I repeat written exams?**

Yes. If you do not pass the semester 1 or/and semester 2 examination there is a supplemental (repeat) examination in late August / early September. Modules still not passed may be repeated the following year. In some circumstances a student may be required to repeat the complete stage of a course.

### **Can I repeat assignments (coursework) or projects?**

Yes. If you do not pass a module, you will be told which elements you need to repeat (i.e. exams and or elements of coursework). Normally, each element can be repeated as described above for exams.

### **Do I need to pass both exams and coursework separately?**

Where a subject consists of several elements, normally no specified pass thresholds shall apply in relation to any individual element. This means that it is, in general, the overall average mark for the module that determines whether you pass or fail.

### **Can I get into the next stage and carry a failed module and repeat it later?**

The Progression and Award Board may at its discretion allow a student to “carry” up to 10 ECTS credits (i.e. typically two modules) into the next stage and repeat those modules in the next stage.

### **What happens if I cannot sit an exam due to illness or similar circumstances?**

You should contact the Exams Office immediately. You will have to sit the repeat examination but it will not be considered as a repeat attempt. A medical certificate must be presented before the module/progression & award board meets. If you miss an examination without valid reason, you will be deemed to have failed the module and must repeat it. In the final year of a course this may affect your final qualification

### **Can I defer sitting an exam?**

If you are aware in advance of an examination that you will be unable to sit it, you should seek a deferral from your Assistant Head of School. If there are grounds, the examination will be deferred until the next opportunity (usually the Autumn examinations). Deferral should be requested at least one month in advance of the examinations. Deferrals requested after this time will only be considered in exceptional circumstances.

### **What if something happens which affects my exam performance?**

If due to personal or other difficulties, you feel that your performance in an assessment (exam or coursework) was adversely affected you can submit a Personal Circumstances Form (available from the Exams Office and online at <http://www.dit.ie/examinations/>). In the case of course work, the deadline for submitting the form is normally the same as the scheduled hand-in date for the assignment. In the case of exams, the form should be submitted not later than two days after the last exam taken.

### **How do I get my exam results?**

The results are posted on the DIT website shortly after the module/progression & award board meetings. In addition to the website results, a more detailed statement giving percentage marks for each subject is posted out to the registered address of each student within a few weeks of the examination board taking place.

### **Can I ask for a recheck of an exam?**

Yes. If you have any questions about your results, you should first contact the relevant lecturer who will show you how the marks were awarded in that module. You may ask to view your script to see how the marks were awarded. Each semester the Exams Office (<http://www.dit.ie/examinations/>) publishes a calendar of dates for the publication of results and Schools publish dates for the viewing of exam scripts. Viewing of scripts and provision of feedback usually takes place within four days of the publication of results.

You may submit an application for a recheck by submitting the relevant form (available at <http://www.dit.ie/examinations/>) together with a fee to the Exams Office within three working days of the date scheduled for the viewing of the examination script. You may also ask to discuss your results with the Head of School. A recheck essentially involves making sure that no errors were made in assessing your work. You may also request a remark of your script by submitting the relevant form within five working days of the date scheduled for the viewing of the examination script.

### **Can I appeal the result of an exam?**

Yes, but the appeal form (available at <http://www.dit.ie/examinations/>) must be lodged within seven working days of the date scheduled for the viewing of the examination script and the appeal must be based on specific grounds (refer to the General Assessment Regulations booklet available at the above link).

### **What is meant by compensation in exams?**

Compensation is the process by which a student, who fails to meet the requirements for credit in a specific module, is nevertheless recommended for credit award on the grounds that the failure is offset by a good performance in other modules in their programme of study. The Progression and Award Board may at its discretion allow compensation in modules up to a maximum total of 15 ECTS credits. If a student has a mark of not less than 35% in a module, and has marks above 40% in other modules with a “surplus” of at least twice the deficiency, then the Board may decide to allow compensation.

### **What is a module board?**

The purpose of the Module Board is to review the marks allocated to each candidate whose performance in a module has been assessed and to adopt a single grade or mark for that module. In addition, in the case of a failure by a candidate to achieve a pass in any module, the Board will agree and specify any re-assessment that might be required. Module Boards meet in the weeks immediately after each set of examinations (i.e. January, June and September). No decisions are

taken by the Module Board in relation to compensation – this is the function of the Progression and Award Board. In practice, this means that no decisions on compensation can be taken in January after Semester 1 – these decisions must wait until June (or September).

### **What is a progression & award board?**

The purpose of the Progression and Award Board is to review the overall performance of each student and to make a decision on progression at each intermediate stage of the programme of study. At the final stage of the programme (i.e. after Stage 3), this Board makes a determination as to whether an award will be made and the classification of such an award. Progression and Award Boards meet in June and September, after all Module Boards have finished.

### **What is an external examiner?**

Every programme has to have an external examiner who is appointed for a three year period. The external examiner is normally a person of standing and experience in the relevant academic field and/or the professional practice of their disciplines in Ireland or abroad. Their role is to monitor the examinations for fairness and academic standard. The external examiner reads and approves the examination papers, may read some or all of the examination scripts, course work, attends module/progression & award boards and generally monitors standards and reports formally on his/her findings.

### **Is continuous assessment (coursework) compulsory?**

The end of year marks for certain subjects are made up of a combination of coursework and examination, the exact combination of each being specified in the approved course document. You will automatically lose marks due to non-submission of projects or other coursework.

### **What happens if I am late submitting material for continuous assessment?**

It depends on the lecturer. On some modules there is an automatic penalty (prescribed loss of marks) based on how late you are in submitting your work. On other courses, the lecturer has discretion in applying this. You should clarify the position with each lecturer.

### **Are course work assignments important?**

Course work assignments are a very important part of the course. They give both you and the lecturer feedback as to how you are progressing on an ongoing basis. Good course work/assignment marks will give a good contribution to the overall mark. This depends on the weight percentage of the course work assignments.

### **What feedback can I expect for course work assignments?**

You may be given feedback in different forms. Normally you will be given an individual mark or grade for each assignment. Comments on the quality of the work, suggestions for improvement etc. may be given to the class in general, or in the form of model answers, or as comments on each individual assignment. The aim is to provide feedback within four working weeks after the submission date. If you have any questions, talk to the lecturer.

### **Other questions**

#### **Can I contact a lecturer outside lecture hours?**

You can approach lecturers at any time or make contact by telephone or e-mail, but bear in mind that they may not be able to talk there and then. A time and place can be arranged and lecturers are very accommodating in this respect.



### **What do I do if I am falling behind?**

If you are having difficulty with any module or module component it is best to tell the lecturer, sometimes these problems may be overcome with extra tutorials. It is important to not let the problem persist. You can also contact the Year Tutor or the Student Support Officer with any problem.

### **What do I do if I have problems at home that are affecting my studies?**

If you are having any problems of a personal nature, talk to someone. Contact the Counselling service, the Chaplaincy service or the Students' Union since they are trained and ready to help you.

### **Recognition of the programme by appropriate professional bodies**

The Bachelor of Engineering Technology (Civil Engineering) degree is accredited by Engineers Ireland as meeting the education standard required for the title Associate Engineer, and graduates are eligible of ordinary membership of Engineers Ireland (MIEI). Many graduates from this programme continue their studies to complete a Bachelor of Engineering (level 8) degree, either here in DIT or at other colleges.

## Programme management

Under the DIT Quality Assurance Procedures (full details available at <http://www.dit.ie/qualityassuranceandacademicprogrammerecords/>), every programme is overseen by several committees. The most important of these are:

**Programme Committee:** Made up of key staff, plus student representatives, and is obliged to meet at least once per semester. Handles key issues in the running and development of the programme.

**Programme Team:** All teaching staff on the programme.

Also, certain people are given specific responsibilities:

**Year Tutor:** This staff member is the primary contact point between the staff and students, and is usually a member of staff lecturing on the programme. Any issues which the class or individuals have in relation to the programme should first be brought to the attention of the Year Tutor.

**Student Representative:** Every class should elect a student representative. Communication between staff and students is considerably easier once there is a known contact point for each body (i.e. Year Tutor and Class Representative). Also, under the quality assurance procedures, student representatives must sit on the programme committee. School management aim to keep in regular contact with student representatives for formal and more informal feedback and discussion.

## Feedback

As part of the quality assurance procedure, students will be asked, towards the end of the year, to complete student survey questionnaires (Q6A forms) for each module they study. These forms are handed to the lecturer in question, who summarises these forms and submits this summary to the programme chair. Q6A forms are anonymous, and are retained by the lecturer. They are



part of the overall Quality Assurance procedures for each programme. You will also have an opportunity to give more general feedback via an online survey at the end of each year – the Q6C form. The link to this survey will be sent to you by e-mail.

Each year, the Programme Committee prepares a 'Q5' report on the programme and submits it to College Board which is made up of the Director, the Heads of Schools and other senior managers in the College of Engineering & Built Environment. This report is a key part of the quality assurance and management of the programme and identifies any actions that need to be carried out.

## **Guidance to students**

### **Third level academic skills**

Many students will confront some difficulty while they are in third level education. There is however, a well-developed infrastructure for helping students within the Institute and it is important to remember that you should never be afraid to ask for help when you need it. Good study skills will allow you to learn material thoroughly. You should learn how to organize and plan your time. Start by working out how much time you have and then plan a realistic schedule. Don't leave practical work assignments to the last minute. This is a recipe for disaster and put you under a lot on unnecessary pressure. Get assignments done early and out of the way. If you come across material that you don't understand make a note of it and ask your lecturer/tutor to explain it to you. If you have difficulty concentrating when reading get in the habit of asking yourself questions about the text. Turning the headings into questions will help your concentration.

### **Time Management**

Your success or failure in college largely depends upon how you use your time. Therefore time management is an excellent skill to master. Study notes soon after lectures as it aids retention. When an assignment is long and seems overwhelming, divide it into smaller units that you can work on immediately. Plan your time into blocks – 50 minutes studying and 10 minutes break. Study you're most difficult or most tedious subject when you are at your best. Start jobs ahead of time. This avoids discovering that you cannot produce a 1500 essay in three hours the evening before it is due. Don't jump from subject to subject. Make a list of things that need to be done and give some priority over others. Try to achieve your high priority goals every week.

## **Making the most of lectures**

You should be aware that information will be presented to you in a number of ways. These include:

- Lecture notes written on by the lecturer on the board/projector
- Things said by the lecturer
- Handouts provided by the lecturer
- Course textbooks
- References to other reading (books, journals, magazines, websites etc)

Even with all these sources of information, the lecture is still a very important learning forum – it is here where you learn what the lecturer wants you to know, and what specific areas of the subject you should concentrate on. This is why you should always attend lectures and take proper notes during lectures.

### Tips And Tactics For Note Taking

1. Use a large loose-leaf binder and write only on one side
2. Write in short, telegraphic sentences
3. Use modified printing style (clear letters, not scribbles)
4. Use lecturer's words
5. Use your own words when summarising notes
6. Identify your own thought notes (what's mine, what's the lecturer's)
7. Strive to detect main headings
8. Don't doodle or sit near uninterested friends (bad for concentration)
9. If the lecture is too fast, capture fragments, leave spaces and put it all together later
10. Pay close attention to end of lecture - some lecturers cover a lot of material in the last 5-10 minutes

11. Don't give up if the lecturer is too fast

12. After each lecture remain seated and fill in any gaps in your notes

13. Every evening before you settle down to study, pick up some notes and recite them aloud (when possible). Short, fast and frequent reviews stick in your brain

### **Preparing for exams**

Although the content of each exam is obviously not known to you in advance, you can get a good idea of what to expect by reading past papers. If you prepare properly, you should certainly have at least a reasonable idea of what your examination might look like.

You should read past examination papers, which are available on the library intranet, and attempt to answer exam questions. Your lecturer will be able to work through questions with you. Closer to the time, you should attempt to answer questions in realistic conditions – no books, strictly allotted time etc.

Once you have finished each major topic in the course, you should look at some past questions, to get a feel for the style and depth of questions asked. Remember though, any part of the course as published on the syllabus is examinable, and past papers are not a guide to what may be on your paper!

### **Exam tips and techniques**

#### Reading the Paper

You should always allow time at the start of the exam to thoroughly read the questions on the paper, and the instructions at the top of the page. Make sure you are aware of the following:

- Do I have the correct exam paper? (several groups may be in the same room)
- How long is the exam?
- How many questions are on the paper?
- How many questions must I answer?

- If there are sections, do I have to answer a minimum number from each section?
- Are there any compulsory questions?
- Do all questions carry the same number of marks?
- How much time do I have for each question?      = (duration of exam – review time at start and end) / (no. of questions)

### Reading Questions

When you look at an exam question, you should always do several things:

Make sure you know how many parts there are to a question and how much is going for each part (If part (a) is worth 2 marks, and part (b) is worth 18, you obviously need to spend most of your time on part (b)!).

Make sure you look carefully at the words used in the question – define, explain, illustrate, work out, summarise, list and so on, and make sure you know what is required for each one. For example, list means just that – make a list of the items requested, while explain would require that you explain each one in detail, and discuss would require that you explain and compare them.

## Student Support Services

There are many support services in the DIT for students. Detailed information can be obtained at <http://dit.ie/currentstudents/>. The following are web links and telephone numbers for some useful services:

	Websites	Telephone
<b>Health Care</b> Linenhall 9:00 to 1:00 2:00 to 5:00 p.m. (during term)	<a href="http://www.dit.ie/campuslife/studenthealthservice/">http://www.dit.ie/campuslife/studenthealthservice/</a>	402 3614
<b>Careers</b> Room 149	<a href="http://www.dit.ie/careers/">http://www.dit.ie/careers/</a>	402 2961
<b>Student Counselling</b>	<a href="http://www.dit.ie/campuslife/counselling/">http://www.dit.ie/campuslife/counselling/</a>	
<b>Chaplaincy:</b> Fr. Alan Hilliard Rm 254	<a href="http://www.dit.ie/chaplaincy/">http://www.dit.ie/chaplaincy/</a>	402 3639 087-7477110
<b>Disability Liaison Officer</b>	<a href="http://www.dit.ie/campuslife/disability/">http://www.dit.ie/campuslife/disability/</a>	402 7681
<b>Assistance Fund</b>	<a href="http://www.dit.ie/campuslife/studentsupport/studentfinancialsupport/">http://www.dit.ie/campuslife/studentsupport/studentfinancialsupport/</a>	
<b>Child Care Support Fund</b>	<a href="http://www.dit.ie/campuslife/studentsupport/childcaresupportfund/">http://www.dit.ie/campuslife/studentsupport/childcaresupportfund/</a>	
<b>Sports</b>	<a href="http://www.ditsports.ie/">http://www.ditsports.ie/</a>	

## Health and Safety

For details on policies and procedures, refer to the DIT Safety Statement, available at <http://www.dit.ie/healthsafety/>. Your compliance with the rules of the Institute together with a common sense approach to your activities within the Institute will ensure your safety.

### Student Safety in Laboratories

The laboratory rules are enforced to ensure your safety when undertaking laboratory activities. The rules also govern general student conduct in laboratories.

General Rules of Conduct in Laboratories:

1. You are expected to arrive on time and not depart before the end of a laboratory.
2. You must not enter or leave a lab unless you have permission from a technician or lecturer.
3. You are expected to comply with instructions, written or oral, that the laboratory instructor gives you during the course of the laboratory session.
4. For some labs you will be instructed to wear eye protection and white coats, and these must be worn at all times in the lab.
5. You should behave in an orderly fashion at all times in the lab and not act in a way that might constitute a danger to yourself or others.
6. All accidents must be reported to a staff member immediately.
7. You must not remove equipment from any lab without permission.
8. Eating, smoking and drinking in the laboratories are forbidden.

## Library

There are six libraries within the Institute. Civil and Structural Engineering books and journals are in the library in Bolton Street, but there are other libraries located at Aungier Street, Cathal Brugha Street, Kevin Street, Mountjoy Square and Rathmines Road.

Hours of opening vary between libraries and according to the time of year. During term most of the libraries are open from 09:00 to 21:00 Mondays to Thursdays, 09:00 to 17:00 on Fridays and



from 10:00 to 17:00 on Saturdays. Please refer to the notices at each library for further details. Also check <http://www.dit.ie/library/openinghours/> for regular opening times and for any changes.

DIT Library currently stocks more than 350,000 books and other items and subscribes to nearly 35,000 journal titles. The entire holdings of the DIT libraries, their locations and current status are displayed on the Library Catalogue. This can be accessed in each library and via the Internet at <http://library.dit.ie>. Registered students may borrow from any of the libraries. Books and journal articles not in the DIT Library can be requested via the inter-library loan service.

The DIT libraries provide study spaces, networked PCs, textbooks and other course materials, reference works and journals to support the programmes offered by DIT and to facilitate research. Information is available in many formats besides books e.g. videos, DVDs, maps and music. Many electronic resources can be accessed from any networked PC. Photocopiers and printers are also available.

Your Library Services are a valuable resource during your time with DIT. Feel free to use any of the libraries and remember that the staff there are always willing to help you find the information you need. They can be contacted in person, by phone and by e-mail. Please refer to <http://www.dit.ie/library/> for further details.

### **Computer Labs**

You have access to the main computer laboratories in the college (Rooms 380, 390) which are equipped with modern PCs running Windows and a range of appropriate software, including MS Office and a range of software development tools and other packages. You are free to use the facilities in these labs, subject to availability. Classes timetabled in the labs have priority over other students. You must abide by the regulations governing the use of computer facilities – available at <http://www.dit.ie/is/governance/regulations/studentregulations/>.

### **Plagiarism**

Plagiarism (i.e. copying coursework from other students or other sources) is not acceptable under any circumstances. Students found guilty of plagiarism may face serious disciplinary action from

the college. Students suspected of plagiarism may be subjected to an oral examination at any time, as permitted by the general assessment regulations of the DIT.

Any assignment is expected to be your own work. Any form of copying, or unauthorised use of material, is expressly forbidden. Such actions give you an unfair advantage at the expense of your classmates, and will be dealt with severely. Examples of plagiarism include:

- Direct “lifting” of material from textbooks, the internet or other sources and presenting it as your own.
- Copying material – text, calculations, drawings etc. from other students, or from other sources such as books etc.

Remember, lecturers will be experienced enough to recognise examples of material which has been plagiarised.

Any material which is taken from another source must be referenced with a footnote or endnote, which cites the publication, date and author. Any text which is quoted verbatim should be placed within quotes and referenced. It is totally unacceptable to “lift” material from books, the web, the work of other students without due acknowledgement.

If you are writing an essay-type assignment, or doing a large scale project, it is of course acceptable to incorporate relevant examples of journal papers, code, etc. provided it is fully referenced. A good test would be to ask yourself the question “If this part of the work is not mine, is this made clear, and is the source of the work clearly mentioned?”

Note: Working together on assignments is a useful learning exercise and may be encouraged by lecturers for certain kinds of work. The above note regarding plagiarism is not intended to in any way discourage collaboration. However, where assignments are graded individually, it is essential that any work handed up can be clearly identified as the student’s own effort.



## **Facilities and General info**

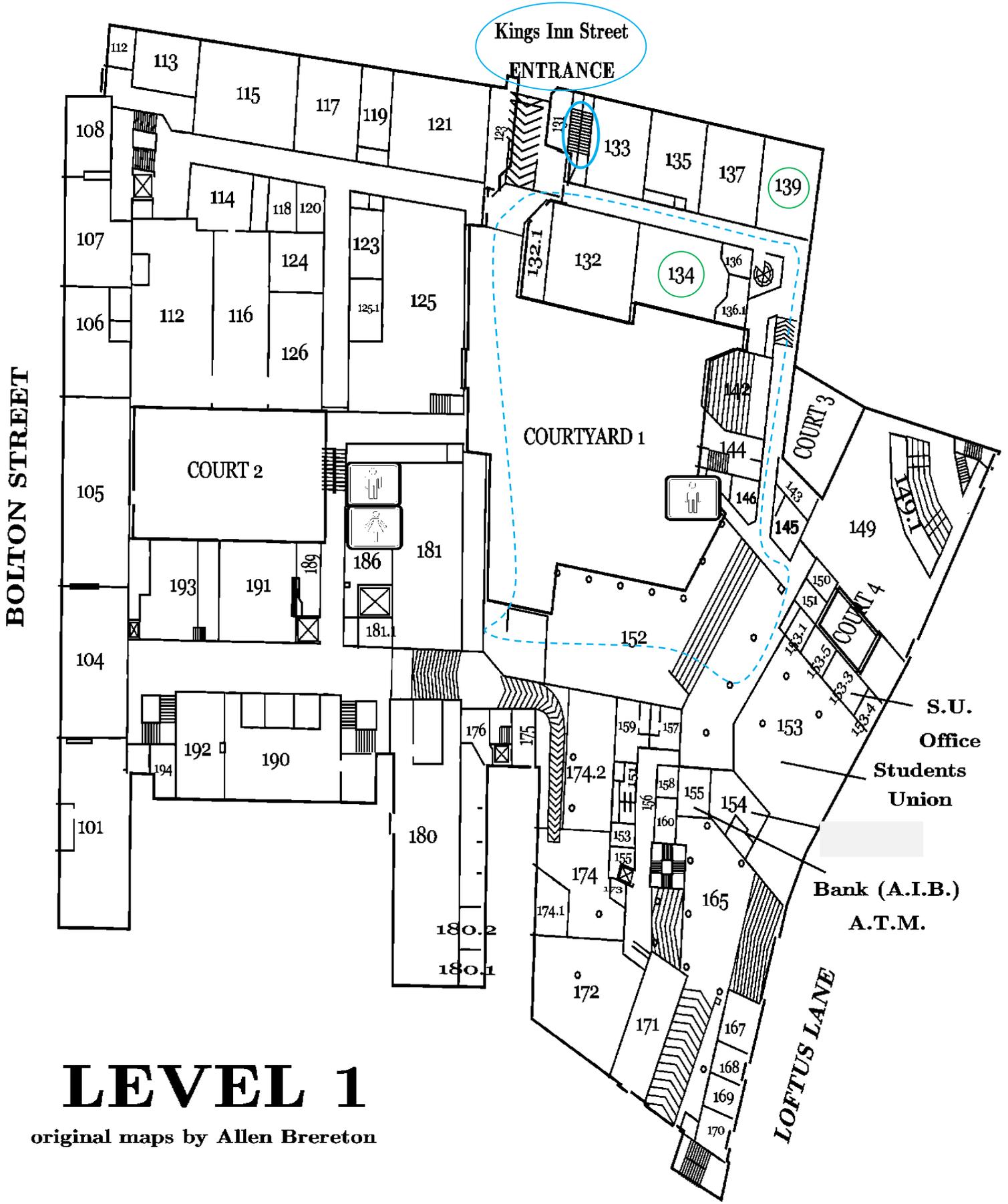
### College Opening Hours

The college is open during term until 10.00 pm from Monday to Thursday, and until 5.30 pm on Friday. The college is also open on Saturday mornings, and all day Saturdays close to examinations. Parking is available outside the college at metered spaces, which are pay-and-display until 7 pm. The Parnell car park is also convenient for students and is open until 12.30 am. Students can avail of reduced-rate parking on presentation of a student ID at the desk in the car park, or by punching their car park ticket in the machine at the King's Inns Street entrance to the college. The college car park is not generally available to students.

### Restaurant Facilities

The College restaurant is open until 7 pm during term, and serves hot food until this time. Tea, coffee, drinks and a range of snacks are also available from the coffee dock outside the restaurant, which is open until 9pm.

## Maps of Bolton Street Campus



# LEVEL 1

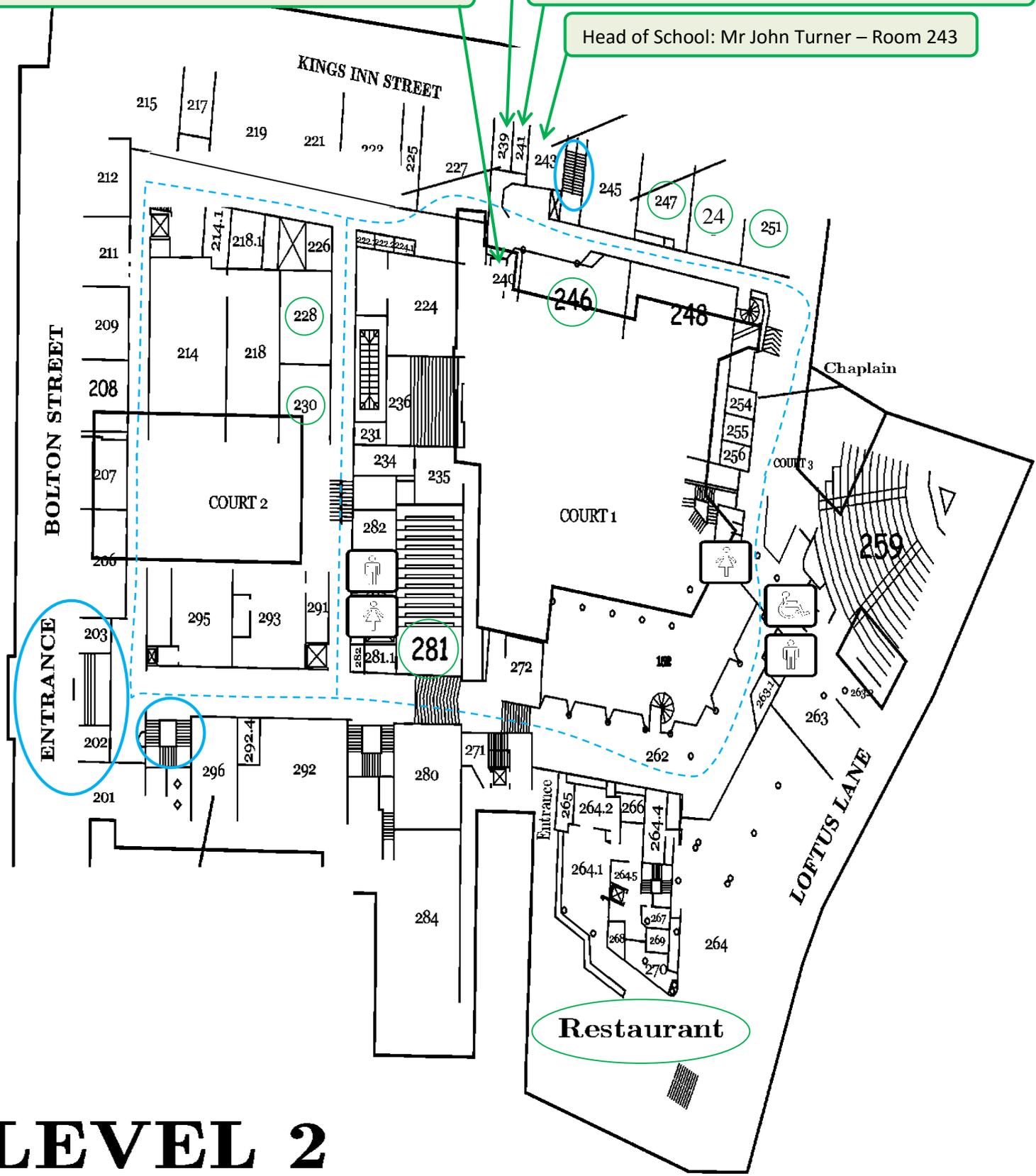
original maps by Allen Brereton

School Administrator: Ms Caroline O Dowd – Room 239

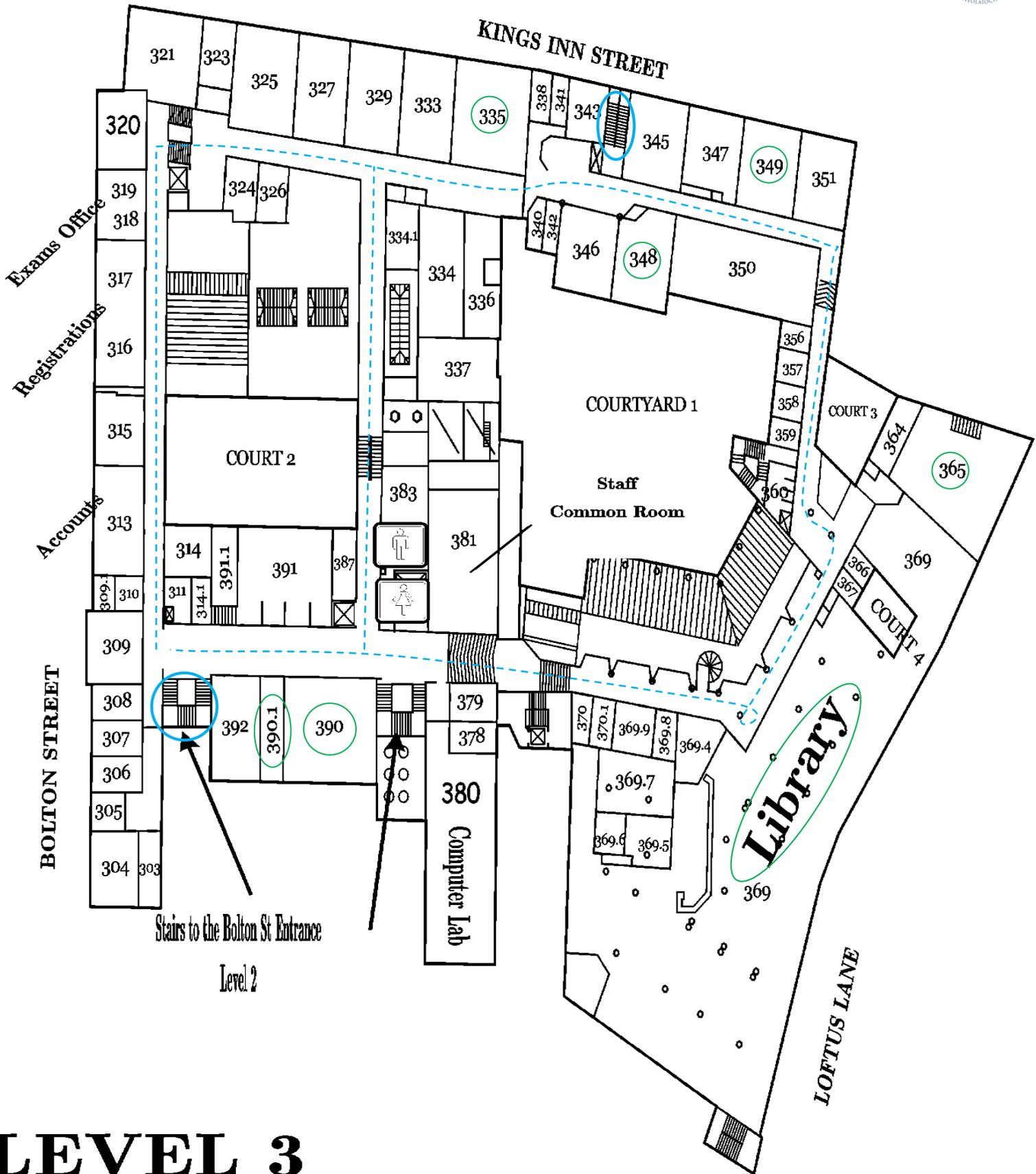
Assistant Head of School: Ms Una Beagon – Room 240

Assistant Head of School: Dr Niall Holmes – Room 241

Head of School: Mr John Turner – Room 243



# LEVEL 2





# LEVEL 4